



## **SOCIAL WORK SUPERVISOR INSTITUTIONAL**

### **Characteristics of Work**

This is supervisory social work in state institutions. An employee in this class is responsible for guiding and coordinating the activities of a group or unit of social workers engaged in casework, group work, and community services primarily in an institution or health center environment. Work involves the assignment of cases to workers for investigation, diagnosis, and treatment or referral; the review of cases for quality of service and compliance with regulations; the training and supervision of workers through individual conferences and departmental staff meetings; and the performance of direct casework and group work services. Work is performed under the general supervision of a Social Services Director. Review of the incumbent's performance is periodically made through conferences and reports.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Coordinates the responsibilities of professional social workers by providing guidance for the staff in the execution of their services to the hospitals, aftercare patients, and families of patients and by assigning cases to the staff.

Provides direct casework and group work services and conducts marital and family conferences with patients and families.

Serves as a liaison between staff and departmental, county, and state officials regarding policies, procedures and directives.

Conducts meetings periodically to increase the workers' understanding of policies and procedures.

Monitors, reviews, and assesses patients' case records and charts.

Assists in developing policies and procedures for designated unit.

Serves on hospital committees as assigned.

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Supervises social workers/interns in unit.
2. Monitors and provides daily consultation with subordinates.
3. Serves as liaison between social workers and other disciplines in unit.

4. Performs direct care social services in the absence of social worker.
5. Assists in administrative planning.

#### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Smell:** Ability to use the sense of smell to recognize and distinguish odors.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; walk; and stand. The incumbent is occasionally required to stoop, kneel, crouch, or bend; climb or balance.

#### **Experience/Educational Requirements:**

##### **Education:**

Must be licensed to practice Master's Level Social Work (LMSW or above) in the State of Mississippi;

**AND**

**Experience:**

Two (2) years of experience in social work of which one (1) year must have been at the supervisory level.

**Documentation Required:**

Applicant must attach a copy of his/her current wallet-size Social Worker License.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.